

# ACCOUNT BALANCE WORKSHEET

Use this form to help you balance your account before closing.

Beginning with the account balance shown on your most recent bank statement, balance your existing account.

1. Balance from your most recent bank statement.

\$

2. List deposits since statement closing date.

Date	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Deposits \$

3. List all checks, debit card purchases, ATM withdrawals, automatic debits and bank fees since your last statement

Date	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Debits \$

4. Total any automatic debits you have scheduled for the next 10 business days including bank service charges.

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5. Add Step 1 and 2 then subtract 3 and 4. This is the amount you need to remain in the account.

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6. Excess funds to be transferred to new account.

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